

Suggested Local Orientation Guide For New Health Check Coordinators

HCCs come to their positions with varying educational, work related and personal experiences. Each person brings different strengths to the job, and local orientation of new staff should be designed to compliment the skills a person already has. Because different agencies provide varied types of training and orientation and in an effort to ensure that local orientation for new staff is comprehensive and consistent, the State Health Check Program staffs have developed this Local Orientation Guide for new HCCs. The local orientation may already include many of the items listed and more. In addition, some new staff may not need to be oriented to all the items, services, or community resources noted in the guide. It will be helpful for new HCCs to be exposed to as many of the activities in the Guide as possible before attending Health Check Introductory Training. Use this tool as a check off and date when the new HCC has completed each aspect of their orientation. Feel free to enhance the Guide based on additional locally identified orientation needs.

Date	Activity
	Orientation to your agency's Policies and Procedure manual, organization charts, and mission statement
	Orientation to the State Health Check Policies and Procedure Manual, Annual Plan and Site Visit - Evaluation Form, and job descriptions
	Orientation to your agency's programs and services
	Identify staff to whom the new HCC will relate. This may include immediate supervisor, people with offices near theirs, and the people who handle vacation requests, travel authorizations, supplies, and time sheets.
	Identify and set an orientation schedule for key agency staff
	Tour the community or catchment area. Note names of communities, neighborhoods, housing projects, community centers, hospitals, local DSS, private provider offices, schools, and other relevant organizations.
	Obtain a map of the community or catchment area
	Job shadow another HCC in your county or in a nearby project county
	Go on a home visit with home visiting staff (such as the MCC, CSC, MOW, Public Health Nurse, etc.)
	Learn about local transportation resources
	Attend your agency's staff meeting

	Become familiar with your agency's community resource guide.
	If the Health Check Outreach Project is not housed in the Health Department, meet local health department personnel including staff from WIC, Child Health, Immunization, School Health, CSC, MCC, MOW, and others as appropriate
	Meet key resource people in community service agencies: <ol style="list-style-type: none"> 1. Managed Care Representative 2. Medicaid Intake Worker 3. Food Stamp Worker 4. Work First Staff 5. DSS Transportation Coordinator 6. Head Start lead agency 7. Smart Start lead agency 8. Early Intervention Specialist 9. Private Medical Providers 10. Dental Providers 11. School Health Staff 12. MH/DD/SA 13. Rural/Migrant/Community Health Center 14. Other
	Become familiar with the hours of operation, application process, target population, criteria for receiving service, etc., for the various community services available.
	Attend State-provided Health Check Introductory Training.
	Schedule an orientation with EDS to learn the AINS.
	Contact the DMA Program Consultant for your region.

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